

## Annual Recycling Reporting Requirements for South Carolina Colleges and Universities

State-supported colleges/universities are required to submit the following information to DHEC's Office of Solid Waste Reduction and Recycling (Office) by September 15 of each year: **1) reports detailing the type and amount of material being recycled;** and **2) lists of products purchased that contain recycled material.**

This information is reported through the online software system Re-TRAC Connect at [connect.re-trac.com](http://connect.re-trac.com).

The following guidelines are provided to assist colleges and universities with keeping accurate data for annual reports.

- **Maintain consistent records.** Use a spreadsheet to keep a consistent record of the amount (in pounds or tons) of material recycled. This information may be provided by the recycling hauler or may be estimated using the Reporting Guide ([www.scdhec.gov/library/CR-011177.pdf](http://www.scdhec.gov/library/CR-011177.pdf)) and Reference Card ([www.scdhec.gov/library/CR-011176.pdf](http://www.scdhec.gov/library/CR-011176.pdf)) provided by the Office.
- **Communicate with other offices/locations.** Information included in the annual report should represent the entire college/university. Clear, consistent communication will help ensure that all other offices/locations are keeping similar records as well.
- **Communicate with your hauler/service provider.** Maintaining a good relationship with your recycling hauler/service provider will ensure that services and records are provided in a timely manner.
- **Get to know Re-TRAC Connect.** Familiarizing yourself with the survey will make reporting your data easier. Be sure to keep track of your username (your email) and your password.

If you have questions, call 1-800-768-7348 or visit [www.scdhec.gov/recycle](http://www.scdhec.gov/recycle).

### What is RecycleU?

RecycleU is a free, voluntary program that offers tools and support for colleges and universities to help them establish or enhance campus recycling programs. By reducing waste, recycling and buying recycled-content products, colleges and universities can make a significant impact on campus, in the community and on the economy of the state.

For more information, call 1-800-768-7348 or email [RECYCLEU@dhec.sc.gov](mailto:RECYCLEU@dhec.sc.gov).

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**Move-in day** is a great time to familiarize or remind students about campus recycling and waste reduction programs. Many colleges and universities create a fun, energetic atmosphere with incentives to introduce the program. Move-in day typically generates significant quantities of cardboard, so it is important to collect cardboard, at a minimum.

Use the following list to help you organize a green move-in day at your campus.

### 1 TO 3 MONTHS BEFORE ...

- **Hold a stakeholder meeting.** Stakeholders could include recycling/facilities/custodial staff and landscaping/grounds staff.

### 1 MONTH BEFORE ...

- **Survey the campus and determine hot spots for cardboard.** Depending on the size/proximity of residence halls, these spots may be located at each residence hall or at central locations between buildings.
- **Label all containers clearly.** This avoids confusion.
- **Place separate collection containers for drink bottles.**
- **Rent parking barricades.** These can be used to prevent movers from blocking the collection containers.
- **Enlist help from move-in staff or residence assistants.** Provide them with printed instructions.
- **Place your cardboard baler (if available) in a high-volume area.** This will help to quickly reduce cardboard volume.
- **Inventory containers available.** Use an 8-yard or larger sized dumpster. If possible, put a dumpster at each residence hall or identified hot spot. Use recycling containers from other parts of campus that can afford to be moved for the day. If more containers are needed, consider partnering with a vendor.
- **Discuss container placement with parking services, campus security or the police department** as needed.
- **Order supplies** (e.g., box cutters, trash bags, signs).



### 1 WEEK BEFORE ... *(continued)*

- **Have backup staff/volunteers or “floaters.”** They can be sent where they are needed.
- **Know your college/university’s schedule for the day** (e.g., specific time frames for movers, convocation).
- **Place containers.** Place additional trash containers near recycling containers to prevent contamination.



### ON MOVE-IN DAY ...

- **Distribute trash bags.** This will encourage movers to put trash in a bag, not in a box.
- **Keep detailed notes as well as records of how much cardboard is recycled.** This is important to include in your annual recycling report for the S.C. Department of Health and Environmental Control (DHEC). See the box on the back page for instructions and more information.
- **Clean up debris and prepare for the next day.**
- **Reward staff/volunteers.** Always thank your staff/volunteers because without them the job wouldn’t get done. One option is to provide lunch.

### Move-In Day Team Tips

Move-in day wouldn’t be possible without a team of volunteers or staff to help keep the chaos organized and moving smoothly. Keep your volunteers happy and motivated by following the tips below.

- **Create a “team” mentality.** People are more motivated to work hard when they are working together toward a common goal.
- **Outfit your team with a T-shirt for the day.** If your move-in event lasts more than a day, consider giving each team member two shirts.
- **Equip your team members with the tools they need.** Kits may include water, an apple, gloves, box cutters, telephone list (in case they need to contact you or each other), poncho (in case of rain) and a campus map.
- **Communicate clearly and respond quickly.** Your team will work better if they can rely on you for leadership and clear instruction.
- **Reward your team for their hard work.** Letting them know how much you appreciate them might make the difference in finding volunteers for the next event.